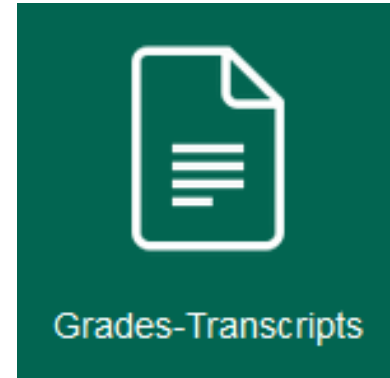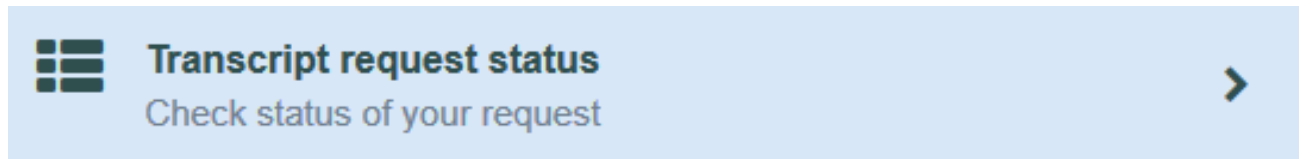**DVC**

How Do I Check The Status of a Transcript?

1. Go to http://m.4cd.edu (or the InSite app) and sign in using your username and password.

2. Click the "Grades-Transcripts" tile.

3. Click "Transcript request status".

Transcript request status
Check status of your request

>

4. On the next screen you can see the dates for when the transcript was requested, and the date it was produced. You can also see the transcript processing method, and delivery method.

Recipient	Address	Number of Copies	Date Requested	Date Produced	Processing	Delivery Method	From College
College Name	Address of College		04/11/16	04/12/16	Rush	Mail	DVC

OK

**Please note that the processing time for Standard service is 7-10 business days and Rush service is 24 hours. Incomplete forms may cause a delay in processing.

Viewing the status of the transcript is not proof of delivery, nor a method to track the mailing of a transcript.

Transcript requests will not be processed if any outstanding debts are owed to the college.